

~~ADMINISTRATIVE - INTERNAL USE ONLY~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Telephone Service and Priority Requests

FROM:

Edward J. Maloney  
Director of Information Technology  
2D00, Hqs.

EXTENSION

NO.

DATE

1 December 1986

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA

1. Bill--

Attached is the proposed memorandum for the Deputy Directors explaining the new policy on non-secure phone installations and relocations. As you can see, the charge-back applies only to installations. If you have any questions, please call me.

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DD/OIT-M (FYI)		
2. DD/OIT (per discussion)		
3. D/OIT		11/28
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I think this needs to go forward as is, although I didn't get a chance to completely followup on Leo's concerns with ESG. ESG is prepared to discuss this further with D/OIT, or DDA, as required.



STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA

# **OIT STAFF SUMMARY SHEET**

SUBJECT:

PURPOSE OF ACTION:

ACTION OFFICER (Incl. 

REFERENCES:

RESOURCE PACKAGE &amp; COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
DD-O		X		OK	25 Nov 86
<del>AD/OIT</del>		<del>X</del>		<del>OK</del>	<del>28 Nov</del> ✓
DD-M	*			↓	11
D/OIT				g	12/1
<p><i>also</i>            maybe we ought to charge 1/2 of all            relocation costs. Shifting around            shouldn't be a free good. I don't know            charge for renovations? I'd do it.</p>					

DISCUSSION:

Les: I talked to Jim Reid this AM on a related matter. Jim believes that Bill D. may wish to impose a charge on relocations (to control them), and may question chargeback on new installations. We'll prepare for a "question and answer" session if asked. On

SIGNATURE OF ACTION OFFICER

DATE

### Explanatory Notes

**Subject:** Self-explanatory - include ODP number if applicable.

**Purpose:** What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

**Action Officer:** Name, organization, extension.

**References:** List of pertinent references. Copies should be attached in order listed.

**Resource Package and Costs:** Identify the Resource Package and total costs for each fiscal year if the action involves funds.

**Routing:** Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

**Discussion:** Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

**Signature of Action Officer:** Sign and date form.

**Classification:** Mark at the top and bottom of page, as appropriate.

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DDA-86-1997X

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Administrative Officer, DCI

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Telephone Service and Priority Requests

1. It is apparent that existing procedures for prioritizing and scheduling the installation and relocation of non-secure telephones need improvement. This memorandum outlines a new approach that will call upon Directorates to actively participate in the prioritization of their telephone requests. It is hoped these changes will result in a more equitable and responsive system.

2. As you are aware, the demand for additional telephones has exceeded the current capacity of the Headquarters telephone system installed by the Office of Information Technology (OIT) only last February. The lack of sufficient capacity forced the imposition of a moratorium on all but high priority requests for new installations. A backlog of unfulfilled requests resulted.

3. To alleviate this backlog, OIT has arranged for a one-time expansion of the Headquarters non-secure telephone network. Each Directorate will be allocated a specific number of Headquarters-based telephones within the next two weeks. Agency components will be able to acquire the additional telephone services they have requested, but the requesting Directorate will have to fund a share of the overall costs. The charge for each instrument installed will be \$1,000. This charge includes the cost of the instrument itself and the additional switch capacity. The chargeback fee will remain in effect indefinitely and will be applied to all future installation requests.

4. OIT has set a goal of servicing 200 telephone requests per month. They also intend to keep components better informed concerning the status of their requests. In order to accomplish these objectives in an equitable manner, OIT is asking each Directorate to prioritize its existing requirements for new installations. To assist you in this effort, OIT will provide a listing of all outstanding requests for your Directorate. No new installations will be carried out until OIT has received your revised priority ranking. Secondly, OIT is asking each Directorate to identify a single point of contact for dealing with new telephone installation requests.

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SUBJECT: Telephone Service and Priority Requests

Representatives of OIT's Engineering Services Group will work with this individual to ensure that your Directorate: (1) is fully informed on the procedures for requesting new telephones, and (2) has an authoritative channel for obtaining information on the status of individual installation requests.

5. Your Directorate will not be charged for the relocation of existing phones, but OIT is asking your Directorate to prioritize these requests as well. You will be provided a listing of outstanding requests and it is requested that the point of contact described above also be tasked with the responsibility for monitoring your Directorate's requests for relocation. This individual should have the authority to revise the priority rankings of your Directorate for installations and relocations as future requests are made by individual components.

6. Questions concerning these policies should be addressed to Chief, Engineering Services Group, Office of Information Technology [redacted]  
[redacted]

STAT  
SIAI

William F. Donnelly

MD/OIT, [redacted] (2 Dec 86)

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Distribution:

- Orig - First addressee
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- 2 - OIT Registry

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